



41 South Columbus Avenue
Littlestown, Pennsylvania 17340

Phone: (717) 359-5101

Fax: (717) 359-8441

Official Web Site: www.littlestownborough.org

E-mail Address: secretary@littlestownboro.org

THE BOROUGH OF LITTLESTOWN

We're growing, one neighbor at a time.

Borough of Littlestown Seeking a Zoning Administrator/Codes Enforcement Officer

The Borough of Littlestown is currently accepting applications for the position of Zoning Administrator/Codes Enforcement officer. This is an hourly full-time position enforcing codes, regulations, and property maintenance ordinances of the Borough of Littlestown.

The work involves inspection and explaining ordinances, code, and regulation provisions to bring about voluntary compliance. The employee will be required to initiate and participate in legal actions when necessary to correct violations. Applicant being Certified as a Building Code Official is preferred.

Applications and a detailed job description can be obtained at the Littlestown Borough office located at 41 South Columbus Avenue, Littlestown Pa 17340 or on our website at www.littlestownborough.org.

Completed applications are to be returned to the Borough office no Later than Noon on Friday, March 27, 2026.

Completed applications and a current background check, which can be obtained through the PA State Police Background Check - <https://epatch.state.pa.us/>, are to be in a sealed envelope addressed to the Littlestown Borough Manager or can be emailed to secretary@littlestownboro.org. Salary will be commensurate with experience. E.O.E

BOROUGH OF LITTLESTOWN
APPLICATION FOR EMPLOYMENT

41 South Columbus Ave
Littlestown, PA 17340
Phone: (717) 359-5101
Website: littlestownborough.org

Zoning Administrator/Codes Enforcement Officer
An Equal Opportunity Employer

(Please print or type)

Last Name: _____ First Name: _____ Middle Name: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Email Address: _____

Date Available to Start: _____ Are you over the age of 18? ☐ Yes ☐ No If No, state your age _____

Can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Can you perform the essential duties of the job for which you are applying for with or without accommodations? ☐ Yes ☐ No

Have you ever been convicted of a crime other than a minor traffic offense? ☐ Yes ☐ No

If yes, state the nature of the offense, date, city and state below:

Nature of offense: _____ Date: _____ City: _____ State: _____

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Disclosure of a criminal record will not necessarily disqualify you for employment consideration. Each offense will be evaluated on its own merit with consideration for job duties which you will be performing.

During the past ten (10) years, have you ever been involved in any work-related incident(s) which caused damage to facilities, equipment, property, or other persons? ☐ Yes ☐ No

Do you have the legal right to work in the United States? ☐ Yes ☐ No If No, enter reason below:

Record of Education

High School Attended: _____ Location: _____

Course of Study: _____ From Date: _____ To Date: _____

Degree/Certification Received: _____

Record of Education

College/Tech: _____ Address: _____

Course of Study: _____ From Date: _____ To Date: _____

Degree/Certification Received: _____

College/Tech: _____ Address: _____

Course of Study: _____ From Date: _____ ToDate: _____

Degree/Certification Received: _____

Graduate School: _____

Other School/Training: _____

Record of Previous Employment

Start with your most recent job and list employment history for the past five(5) years.

Does your present employer know you are seeking employment elsewhere? ☐ Yes ☐ No

Employer Name: _____ Position Held: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Supervisor: _____ Phone: _____ From Date: _____ To Date: _____

Nature of Work: _____

Starting Salary: _____ Ending Salary: _____ Reason for Leaving: _____

Record of Previous Employment

Employer Name: _____ Position Held: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Supervisor: _____ Phone: _____ From Date: _____ To Date: _____

Nature of Work: _____

Starting Salary: _____ Ending Salary: _____ Reason for Leaving: _____

Record of Previous Employment

Employer Name: _____ Position Held: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Supervisor: _____ Phone: _____ From Date: _____ To Date: _____

Nature of Work: _____

Starting Salary: _____ Ending Salary: _____ Reason for Leaving: _____

Record of Previous Employment

Employer Name: _____ Position Held: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Supervisor: _____ Phone: _____ From Date: _____ To Date: _____

Nature of Work: _____

Starting Salary: _____ Ending Salary: _____ Reason for Leaving: _____

Record of Previous Employment

Employer Name: _____ Position Held: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Supervisor: _____ Phone: _____ From Date: _____ To Date: _____

Nature of Work: _____

Starting Salary: _____ Ending Salary: _____ Reason for Leaving: _____

Specialized Skills

Give information concerning any vehicle operator's license or any other license you now hold:

Type: _____	Number: _____	State: _____	Expiration Date: _____
Type: _____	Number: _____	State: _____	Expiration Date: _____
Type: _____	Number: _____	State: _____	Expiration Date: _____

Check the categories in which you have experience:

☐ Typing _____ wpm

☐ 10-Key Calculator

☐ Multi-Line Telephone

☐ Book Keeping

☐ Backhoe

☐ Computer Spreadsheets/Programs

Type: _____

Type: _____

Type: _____

☐ Sewer/Water Line Repair

☐ Equipment/Vehicle Repair/Maintenance

☐ Operation of Dump Truck

☐ Water Meter Reading/Repair

☐ Snow Removal

☐ Computer Operating Systems/Databases

Type: _____

Type: _____

Type: _____

List of specialized training courses or in the job training you have received

Type of Training	Location of Training

Other Information

Are you willing to work overtime, if necessary? ☐ Yes ☐ No

Any additional information you feel may be helpful when considering your application:

List three (3) personal references:

Name: _____

Street Address: _____

Phone: _____

Name: _____

Street Address: _____

Phone: _____

Name: _____

Street Address: _____

Phone: _____

List three (3) business references:

Name: _____

Street Address: _____

Phone: _____

Name: _____

Street Address: _____

Phone: _____

Name: _____

Street Address: _____

Phone: _____



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POSITION TITLE: Zoning Administrator/Codes Enforcement Officer
DEPARTMENT: Zoning/Codes
REPORTS TO: Borough Manager
RATE OF PAY: Pay Range: Based on experience
HOURS: 40 Hours per week; Monday-Thursday 7:00am – 4:15pm & Friday 7am - Noon
UNION: N/A
STATUS: Full-Time, Hourly

General Definition:

This is an hourly, full-time position enforcing codes, regulations and property maintenance ordinances of the Borough. The work involves inspections and explaining ordinances, code and regulation provisions to bring about voluntary compliance. The employee may be required to initiate and participate in legal actions when necessary to correct violations.

Work is performed independently within established policies and procedures.

Completed work is reviewed by the Borough Manager the immediate supervisor, for effectiveness in carrying out the Borough requirements.

Typical Examples of Duties (Illustrative Only):

- Enforces Borough ordinances and regulations concerning, but not limited to, sidewalk conditions, snow removal, nuisances, property conditions, etc.
- Conduct inspections in response to complaints and notifies property owners of violations.
- Maintains records and prepares reports.
- Enforces the Borough Zoning Ordinance by inspecting construction sites for conformance with approved plans and Zoning requirements. Issue orders to stop work on construction which is illegal.
- Administers permits for construction, plumbing, connections, etc. and ascertains that work is performed as detailed in the applicable Permit.
- Conduct inspections of property conditions to ascertain conformance with ICC International Property Maintenance Code. Issue orders of condemnation and/or vacation and placards buildings deemed unfit for human occupancy or use.
- Enforces plumbing code by conducting inspections to assure compliance with ICC International Plumbing Code. Issues appropriate orders
- Enforces dwelling code by conducting inspections to assure compliance with ICC International One and Two Family Dwelling Code.
- Enforces other codes that may be adopted by Borough Council in the future.

- Issues Occupancy Certificates after all requirements of Borough Ordinances and Codes have been met.
- Testifies in court for the Borough in cases involving violations.
- Approves Zoning Applications and Issues Zoning Certificates
- Performs related work as required.
- Enforces ICC International Building Code and State Building Code.
- Conducts the marking of Borough water and sewer lines for Pennsylvania One Call System
- Participates in the preparation of the yearly budget for his department.
- Maintains Tenant Registry.
- Conducts Inspection of Rental Properties
- Attends and participates in monthly Department and Council Meetings
- Attends Planning Commission Meetings.
- Will read Water Meters quarterly.
- Assist general public with questions and concerns regarding permit applications, information requests, code violations, and provide advice for code compliance.
- Ability to communicate courteously and effectively.
- Other assignments (such as Snow Removal, Traffic Control, etc.) as determined by the Borough Manager.

Required Knowledge, Skills, and Abilities:

- Ability to learn the ordinances, codes and regulations established for the Borough.
- Ability to satisfactorily complete ICC training in enforcement of all applicable codes.
- Knowledge of principles and practices used in the establishment and enforcement of local ordinances.
- Ability to maintain Tenancy Registry and Conduct Inspections of Rental Properties
- Ability to read, interpret, conduct inspections and enforce statutes, ordinances and regulations firmly, tactfully and impartially.
- Ability to communicate instructions as a result of inspections and to give advice on procedural problems.
- Ability to maintain records and prepare reports.
- Skill in using a computer for information storage and retrieval, report preparation, and word processing. Ability to file and retrieve materials.
- Ability to testify professionally in court. Knowledge of procedures for filing legal action before appropriate judicial bodies.
- Ability to express ideas effectively, both orally and in writing.
- Ability to establish effective working relationships with associates and the public.
- Ability to maintain confidentiality with respect to all Borough business.
- Ability to satisfactorily complete, and maintain through annual training updates, Hazardous Material education, and apply in the work environment as needed.

Minimum Experience and Training:

- BCO preferred
- Valid Pennsylvania drivers license.
- Passing of a background check.
- Knowledge of specifications related to plumbing, HVAC, and carpentry fields.
- Education equivalent to completion of the twelfth school grade.
- Any additional experience or training which provides the required knowledge & abilities.

Tools and Equipment:

- Personal computer
- Copier
- Fax machine
- Hand held radio/ Wireless Communications (Nextel Phone, Pager)
- Measuring Devices
- Photograph equipment (Digital Camera)
- Telephone
- Motor vehicle
- Inspection tools
- Gauges
- Meters
- Calculators

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the responsibilities associated with this position. The environmental demands described there are representative of those an employee encounters while performing the duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to crawl, balance, climb, bend, stretch, kneel, or walk for extended distances and use hands and fingers to handle equipment. The employee may be occasionally required to drive or sit for extended periods of time. The employee may be occasionally required to lift or move up to twenty-five pounds with or without assistance. The employee is required to work outdoors in a variety of weather conditions and is subject to occupational hazards associated with the construction field. Specific visual demands required by this job include close, distance, peripheral, and color vision, depth perception, and the ability to focus.

Field work is performed in a moderately loud environment; some duties require office work in a moderately quiet environment.

Personal Skills Required:

Ability to effectively communicate verbally, in person and over the phone, and in writing. Ability to establish and maintain effective working relationships with other employees, supervisors, Borough officials, maintenance crew, contractors, engineers, property owners and the general public. Ability to firmly and tactfully enforce regulations. Detail oriented and self-motivated. Ability to work with other employees and individually.

This job description includes, but is not limited to, the position=s essential functions. Management retains the discretion to modify or add other related duties to the position.
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PA STATE BACKGROUND CHECK

Please obtain a PA State Background Check by going to <https://epatch.state.pa.us/>. If you are not a PA resident you will need to get your background check from the state you reside in. Your background check must be submitted with your completed application.

Applications not containing a background check will be rejected.